

REQUEST FOR QUALIFICATIONS



PENDER COUNTY LIBRARY

Architectural and Engineering Services

RFQ# 24-258 – Addendum 1

Date of Issue: December 11, 2021

Questions extended to be ongoing through project deadline

Statements of Qualifications Due Date Extended to: January 5, 2023 at 5pm



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Addendum 1 has been issued to elaborate on the Purpose, provide the weight of Evaluation Criteria, in addition to extending deadlines for the submission of Questions and SOQs.

Purpose

Selected firm will be provided with a 2008 Facilities Strategic Plan and a 2009 Building Program to incorporate into the plan, in addition to any other design considerations as determined for current needs. The successful firm will have experience maximizing both usage per square foot and maximizing the fiscal investment, while considering current utilization, County demographics and community input.

Questions

Only written questions will be considered and should be submitted via email to purchasing@pendercountync.gov. **Question will be received through the project deadline and answered as soon as possible/reasonable.** It is not reasonable to expect questions submitted in the last few hours prior to the deadline to be answered before the SOQ submission deadline. Questions and answers will be posted on the Pender County Website directly under the advertisement for RFQ # 25-258: <https://pendercountync.gov/2023/12/pender-county-library-architectural-and-engineering-services/>

SOQ Submission

The deadline for interested and qualified firms to submit their statement of qualifications has been extended to January 5, 2024 at 5pm. Firms are reminded of the 50 page limit, not including covers or dividers. Submit to the following addresses:

By Mail: Pender County, Attention: Trisha Newton, PO Box 1578, Burgaw, NC 28425.

By Courier: Pender County, Attention: Trisha Newton, 805 S. Walker Street, Burgaw, NC 28425.

Clearly mark outside of package "RFQ # 24-258 Library A&E".

Or By email: purchasing@pendercountync.gov with "RFQ # 24-258 Library A&E" as the subject.

Note: County email addresses can receive a maximum attachment of 50mb. Zip files cannot be accepted. Multiple emails may be submitted if necessary.

Evaluation and Selection Process

The criteria by which the packages are evaluated include, but are not limited to:

- Clarity of Statement of Qualifications (10pts)
- Firm's understanding and approach of project and proposed time line (10pts)
- Firm's knowledge and demonstrated experience specifically with library design, construction, and operations planning (20pts)
- Demonstrated competency/experience of firm and key personnel related to scope of services requested (25pts)
- The firm's demonstrated ability to carry out like projects on time and within budget (10pts)
- References (10pts)
- Interviews – if needed (15pts)

Interested Firms must continue to monitor the Pender County website for potential addenda.

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